

Position Description

Maternal, Newborn and Child Health Specialist FSN-11 Health and Education Office, USAID/Nepal

BASIC FUNCTION OF POSITION

As a senior-level development professional in USAID/Nepal's Office of Health and Education (HEO), the Maternal, Newborn and Child Health (MNCH) Senior Advisor leads efforts to expand access to and improve the quality of MNCH services in Nepal. The incumbent reports to the MNCH Team Leader, and works closely with senior management and technical staff in HEO. The MNCH Senior Advisor manages a \$30 million portfolio of bilateral projects/activities in MNCH. The MNCH Senior Advisor will also support the \$65 million HEO nutrition portfolio. The MNCH Senior Advisor works with other bilateral/multilateral agencies, the Government of Nepal and civil society entities in developing and implementing policies and programs based on best practices and innovations in MNCH. Representing the U.S. Government, the incumbent leads national technical working groups in MNCH and builds alliances with other External Development Partners (EDPs).

MAJOR DUTIES AND RESPONSIBILITIES

1. 65% Time: Provides technical, programmatic and administrative management of key components of USAID/Nepal's MNCH portfolio as well as support USAID's nutrition activities.
 - a) Manages (COR) the five-year, \$28 million Health for Life Core activity (December 2012-2017).
 - b) Manages the five-year (COR or AOR), \$28 million Health for Life follow-on activity, expected to begin in November 2017.
 - c) As the Activity Manager for the three-year, \$1 million (annual) Chlorhexidine Navi Care Program (CNCP), provide country level technical and programmatic support to the AOR in Washington, DC by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The MNCH Senior Advisor will provide technical guidance during program implementation.
 - d) Serves as alternate Agreement Officer's Representative (AOR) for USAID/Nepal's largest bilateral multi-sectoral program (a \$65 million activity, over 5 years), Suaahara II (Integrated Nutrition Program), and as AOR as needed. In the absence of the AOR, the alternate AOR may need to monitor the recipient's progress in achieving the objectives of the Program Description in the subject award and for verifying that the recipient's activities being funded by USAID under the referenced award conform to the terms and conditions of that award.
 - e) Serves as an AOR, COR or Activity Manager for other MNCH programs as needed.
 - f) Monitors multiple implementing partner staff on compliance with the U.S. Government's legal/policy requirements, global changes in best practices and national quality standards on MNCH.
 - g) Prepares resource requests, strategy documents and reports for Washington.
 - h) Establishes and leads integrated project/activity management groups for MNCH.
 - i) Coordinates field trips to project/activity sites for visitors.

2. 10% Time: Ensures coordination and synergy of MNCH activities with other USAID/Nepal health and education activities and other related activities supported by other donor partners:
 - a) Participates as a USAID/Nepal representative in technical, programmatic and policy development meetings with the MOHP, donors, other USAID implementing partners, and non-governmental organizations.
 - b) Ensures technical and programmatic synergy between USAID MNCH activities and the other governmental and non-governmental MNCH activities by facilitating exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.
 - c) Participates in MNCH-related donor meetings with MOHP as a senior-level USAID/Nepal representative.
 - d) Coordinates and organizes consultation meetings and technical meetings with GON and relevant donors in planning, implementation and evaluation of MNCH programs.
 - e) Provides expert-level advice to MOHP and donor partners regarding MNCH-related activities and investments.
3. 25% Time: Serves as a senior-level professional member of the USAID/Nepal Health and Education Team:
 - a) Participates in regular weekly technical team meetings, health office meetings, MNCH meetings, and other USAID/Nepal routine mission-wide meetings.
 - b) Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the Government of Nepal.
 - c) Participates in the preparation of sites for high level delegations.
 - d) Coordinates and communicates regularly with other members of the Health and Education Office and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to MNCH.
 - e) Writes drafts and edit final versions of all necessary technical and scientific reports and presentations.
 - f) Coordinates and edits materials and reports related to MNCH for USAID/Nepal briefings and presentations.
 - g) Provides support in fiscally monitoring of activities in close cooperation with USAID's Office of Controller (OC) and advises program supervisors of MOHP, contractor and grantee program financial status routinely and as requested.
 - h) Assists in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures.
 - i) Assists in preparing Health and Education Office financial management documentation in areas of program responsibility, with input from responsible technical and finance staff. Assists in preparing Implementation Letters for commitment of USAID funds. Assists OC and Contracts Office in closing out unspent/unliquidated balances as necessary. Back stop for GLAAS actions.
 - j) Other duties as assigned.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** A master's degree in public health is required.
- b. **Prior Work Experience:** Five to seven years of prior mid- to senior-level experience in public health, focusing on maternal, newborn, and child health is required; experience working in nutrition is preferred; clinical experience is preferred; prior work experience with USAID or another international agency desired. Experience managing programs, including financial management required.
- c. **Post Entry Training:** COR/AOR Training and other relevant USAID training.
- d. **Language Proficiency (10):** Level IV (fluent) in English and Nepali is required.
- e. **Job Knowledge:** Working knowledge of technical and programmatic MNCH issues in Nepal and the approaches to address them. Knowledge of evaluation methods, both quantitative and qualitative, required.
- f. **Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with other USG agencies, USAID implementing contractors and grantees, central and district-level Government of Nepal and non-governmental organization counterparts. Must possess high quality analytical skills and the ability to assess ongoing MNCH and other public health interventions to evaluate their efficacy and efficiency. Ability to communicate effectively, both orally and in writing is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a team environment are essential. Proven ability to work with diverse groups and backgrounds essential.

POSITION ELEMENTS

- a. **Supervision Received:** The Incumbent reports directly to the MNCH Team Leader.
- b. **Supervision Exercised:** The Incumbent will be responsible for periodic supervision of support staff on the FP/RH/MCH/N team as they carry out assigned tasks related to the MNCH and nutrition activities, particularly in preparation of routine financial documents, official correspondence with the government officials, and routine program documents.
- c. **Available Guidelines:** The Incumbent requires technical and programmatic knowledge of MNCH-related activities, challenges and opportunities in Nepal.
- d. **Exercise of Judgment:** The Incumbent requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.
- e. **Authority to Make Commitments:** None.
- f. **Nature, Level and Purpose of Contacts:** The Incumbent acts as a liaison with high-level officials in the MOHP, other health sector donors (particularly those involved in MNCH and nutrition), and implementing contractors and grantees operating under bilateral or field support mechanisms.
- g. **Time Expected to Reach Full Performance Level:** One year to receive required USAID training and learn that duties of the position.